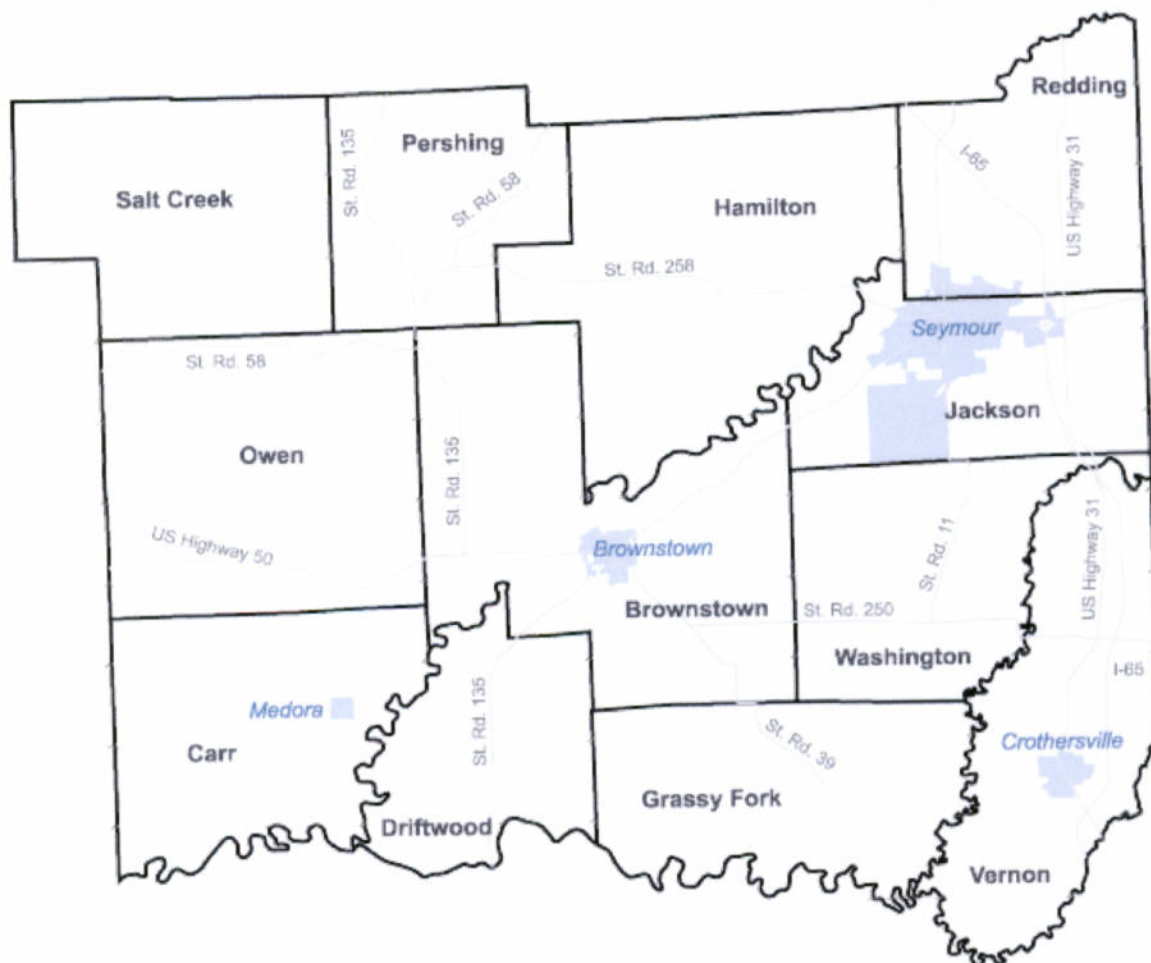


# Jackson County Townships



## JACKSON COUNTY HIGHWAY 2015 TRANSITION PLAN

Source: Census 2000 Tiger files  
Map produced by the Indiana Business Research Center, IU Kelley School of Business

# JACKSON COUNTY HIGHWAY

---

360 SOUTH COUNTY ROAD 25 EAST

BROWNSTOWN, INDIANA 47220

The Jackson County Highway Department along with its Board of Commissioners is committed to all of its 42,376 citizens in the County. Of that 42,376 there are 5,636 persons with Vision, Physical, Hearing, and Cognitive disabilities. That number makes up 13.3% of our total population.

Jackson County Highway will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

# JACKSON COUNTY HIGHWAY DEPARTMENT

---

## COMMISSIONERS:

JERRY HOUNSHEL- PRESIDENT

MATT REEDY- MEMBER

TOM JORAY- MEMBER

WARREN MARTIN

HIGHWAY SUPERINTENDENT

ADA COORDINATOR

JERRY AULT

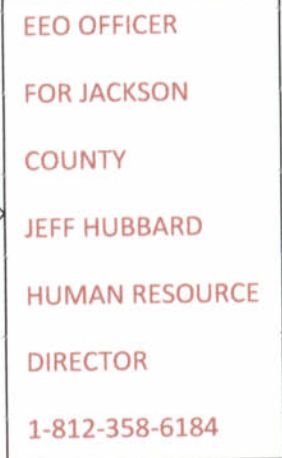
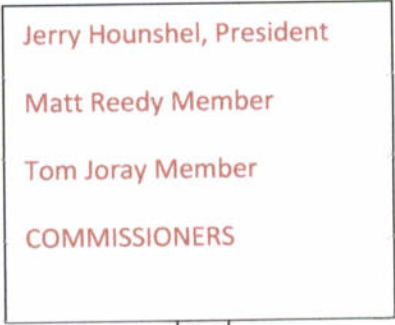
ASSISTANT HIGHWAY SUPERINTENDENT

GARY JACKSON

BRIDGE FORMAN

JULIE WEHMILLER

OFFICE MANAGER



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Jackson County Highway Department will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, and activities.

**Employment:** Jackson County Highway does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** Jackson County Highway will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Jackson County Highway programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Jackson County Highway will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Jackson County Highway offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Jackson County Highway, should contact the office of Jackson County Highway, Jerry Ault ADA Coordinator, 360 S. County RD. 25 East, Brownstown, Indiana 47220, Phone 1-812-358-2226, fax number 1-812-358-0953, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Jackson County Highway to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial burden.

Complaints that a program, service, or activity of Jackson County Highway is not accessible to persons with disabilities should be directed to Warren Martin, ADA Coordinator, 360 S. C R 25 E., Brownstown, Indiana 47220, Phone 1-812-358-2226, Fax # 1-812-358-0953.

Jackson County Highway will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



## **GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Jackson County Highway. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Jerry Ault Highway Superintendent, ADA Coordinator

360S. CR. 25 East

Brownstown, Indiana 47220

Within 15 calendar days after receipt of the complaint, ADA Coordinator Warren Martin or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator Warren Martin or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Jackson County Highway and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator Warren Martin or his designee does not satisfactorily resolve the issue, the complainant and /or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the County Commissioners or their designee.

Within 15 calendar days after receipt of the appeal, the County Commissions or their designee will meet with the complainant to discuss the complainant and possible resolutions. Within 15 calendar days after

the meeting, the County Commissioners or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Warren Martin ADA Coordinator or his designee, appeals to the County Commissioners or their designee, and responses from these two offices will be retained by the Jackson County Highway for at least three years.



# SELF-EVALUATION

---

This is the evaluation of the Jackson County Highway Departments physical plant. Inspection of inside and outside of building, It was completed by ADA Coordinator Warren Martin for Jackson County Highway. The following are things found both inside and outside of building. This self-evaluation will be done once every year to assure we remove any and all obstacles that might prevent any person from entering any office of the County Highway Department.

## **OUTSIDE OF BUILDING:**

1. We at present do not have established any disability parking spaces located close to the main office entrance. Along with parking stalls we do not have signage that identifies the parking area. Parking area for employees is on the south east corner of building.
2. Our present building was constructed in 1982. Sidewalks were poured full length of building, but they did not make provisions for people with disabilities, any ramp system to enter the building. Walks were poured with a 6" curb. Main entry is located on the south east corner of the building.
3. Upon inspection there are no signs on the two doors located on the east and south corner of the building to identify which was office and which was shop entrance. This could have allowed people to walk into an area that might have been dangerous.

## **INSIDE OF BUILDING:**

1. The Highway Department has posting board with EEO and all its information located in break room for all of our employees to see and use but there is nothing in place that informs the public of EEO and American Disabilities Act (ADA) including our ADA Notice and Grievance Procedure.
2. In our Foyer we have phone equipment on the west wall facing you when you enter the area. This equipment has a power source that is a plug in and open face phone wires that all could become a hazard.
3. Covered Bridges: Jackson County is fortunate to have two wood structured covered Bridges built by the well known builder Joseph J. Daniels both are old Burr Arch truss style. Medora Bridge was built in 1875 across the East Fork of White River on ST. RD. 235, the Shieldstown Bridge United States at 431'.
4. Shieldstown Covered Bridge.

Medora Bridge was completely rehabbed in 2010-2011. The Medora Bridge approaches were designed so that anyone with a disability can drive or be driven up to the bridge and park and walk through the bridge or with use of a wheel chair can move the full length of the bridge.

Shieldstown is now in its construction phase for its rehabilitation and the ADA requirements will be used to make it accessible as well.

**INTERPUTORS:**

Interruptioners for Deaf, Speech, and Spanish speaking persons that do business with the County Highway at present, no provisions are in place to interrupter for them.

We have no on-call persons to fill this need for the County; areas of concern are here at Highway Office, Commissioner Meetings, and County Counsel Meetings. This issue needs to be corrected.

# TRANSITION PLAN

---

## JACKSON COUNTY HIGHWAY DEPARTMENT

360 SOUTH COUNTY ROAD 25E

BROWNSTOWN, INDIANA 47220

PHONE: 1-812-358-2226

FAX: 1-812-358-0953

2015

### 1. Highway has no disability parking.

We will establish area for parking next to or in front of main office entry. We will contact a local painting contractor (Triple A Painting) who does parking lots and handicap parking stalls. Parking area will be in compliance with ADA most current standards for size, location and paint colors, and cost for painting will be \$150.00. This part of our Transition plan will be completed by October of 2012. Signs for parking area will be purchased and installed at same time as painting. Cost for sign \$40.00.

### 2. No handicap ramp on southeast corner of building at main entry.

Highway department will cut out old side walk and 6" high curb at main entry so an ADA approved ramp can be installed.

Demo of old side walk 8 hours labor \$132.40

Air compressor 2 hours \$26.00

Single axel dump truck 1 hour \$60.00

One yard of concrete 4000psi 6% air \$80.00

Labor to pour new ramp 6 hours \$99.30

Poured so vision disabilities get information from Sounds, textures, contrast. This will be completed by October of 2012.

### 3. Entrance identification on doors.

There are two doors located on the South East end of building; both doors need to be labeled Shop and Main entrance. The Main entry is the last door on the South East side of building, shop door is 12' north

of main entry. The main entrance will read "Main Entrance" and shop door will read "Garage entrance only" both will be out of 2" high letters white in color.

Paint for door \$20.00

Labor to paint 2 hours \$33.10

Letters for identification \$25.00

Labor to install letters 2 hours \$33.10

Work will be completed by May 2012

4. Install bulletin board in foyer of main entry for all postings:

County highway will purchase a 4'x4' board to mount on the wall inside the main entrance of foyer. There all the EEO information and ADA will be on display for all how come into our office can see and read including our ADA Notice and Grievance Procedure.

4'x4' board half inch thick \$30.00

Labor to install 1 hour \$16.55

5. We have phone equipment mounted on the West wall of our foyer where public can come into contact with. We will construct from floor to ceiling closure to cover equipment.

Material for wall \$100.00

Labor to construct 4 hours \$66.20

This work will be completed by May 2012

6. Signage for restrooms:

We have no signage to designate public rest rooms and ADA excisable facilities. We have rest room just off of our foyer that is our public rest room, we will need to place ADA accessible signage and un-sex sign to label its use.

Signs \$75.00

Labor to install 1 hour \$16.55

Work will be completed by May 2012

7. Interpreter's:

The need from time to time will arise that we will have to have someone to provide this service. I have contacted local school corporation and have spoken with two persons who have training one for sign-

language and other speaks and teaches Spanish, we can use them as on call providers. Fee for their services are being worked out, money will be paid out of Highway Consulting.



# ITEMES COMPLETED

---

1. ENTRANCE IDENTIFICATION ON DOORS, ITEM #3 ON TRANSITION PLAN.

COMPLETED: 5-16-12

2. SIGNAGE FOR RESTROOMS, ITEM #6 TRANSITION PLAN.

COMPLETED: 5-2-12

3. INTERPRETER'S. ITEM #7 ON TRANSITION PLAN

COMPLETED 5-1-12 ADA COORDINATOR CONTACTED LOCAL HIGH SCHOOL AND SPOKE WITH SPANISH TEACHER AND STATED THAT PERSONS COULD BE MADE AVAILABLE FOR INTERPRETER'S

4. Handicap Ramp. Item #2

Completed: 10-31-12, old walk was removed and new handicap ramp installed at main entrance of office.

5. Closure for equipment Item #5

Completed October 23th 2013.